

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 15**

**August 5, 2016**

**SUBJECT: NOTIFICATION TO LIAISON OFFICER – RENAMED AND REVISED**

**PURPOSE:** This Order renames and revises Department Manual Section 4/615.10, *Notification to Liaison Officer*, to update procedures when booking a member of the Armed Forces (Navy, Marine Corps, Air Force, Army, Coast Guard, or National Guard) on active duty or currently serving in the Military National Guard or Military Reserve.

**PROCEDURE:** Department Manual Section 4/615.10, *Notification to Liaison Officer*, has been revised and renamed *Notification to Military Liaison Officer*. Attached is the revised Department Manual section with the revisions indicated in italics.

**AMENDMENT:** This Order amends Section 4/615.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in blue ink, appearing to read 'C. Beck', is written over the printed name and title of the Chief of Police.

CHARLIE BECK  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Special Order No. 15, 2016**

**615.10 NOTIFICATION TO MILITARY LIAISON OFFICER.** When booking a member of the Armed Forces, the booking employee shall notify the *Military Liaison Officer (MLO)* at the *Military Liaison Unit, Administrative Services Bureau*. The notification shall be made telephonically, and via *Real-Time Analysis and Critical Response Division* during non-business hours. The below listed information shall be provided:

- Name, rank, and serial number;
- Branch of service;
- Organizational unit and its location;
- Dress (uniform or civilian clothes);
- Duty status (on duty, off duty, on orders, *absent without leave*, deserter);
- *Booking charge (if known)*;
- *Division of Records (DR) number*; and,
- *Booking number*.

**Note:** *Armed Forces personnel include: members of the Navy, Marine Corps, Air Force, Army, Coast Guard, or National Guard on active duty or currently serving in the Military National Guard or Military Reserve.*

*The booking employee shall document the name, rank, and serial number of the MLO who was notified, in the narrative of the Arrest Report, Form 05.02.00. In addition, a copy of the Arrest Report shall be forwarded to the MLO by marking the "extra copy to" section of the Arrest Report face sheet.*

**Military Liaison Officer's Responsibilities.** *Upon receiving notification of the booking of a member of the Armed Forces, the MLO shall notify the appropriate military investigative entity as deemed necessary.*

*The MLO shall contact the concerned Department investigative entity and offer administrative assistance. This assistance should include providing the contact information for the appropriate military investigative entity.*